Encrypting email through O365

When you need to send an email off-campus that contains PII (Personally Identifiable Information) or PCI (Payment Card Industry) information you need to encrypt that email to keep the information secure. Below are the following ways to send an encrypted email in O365.

OUTLOOK
Create a new email and on the Options tab you will see either "Permission" or "Encrypt" depending on your version of Office. Click the button to see the "Encrypt-only" option.
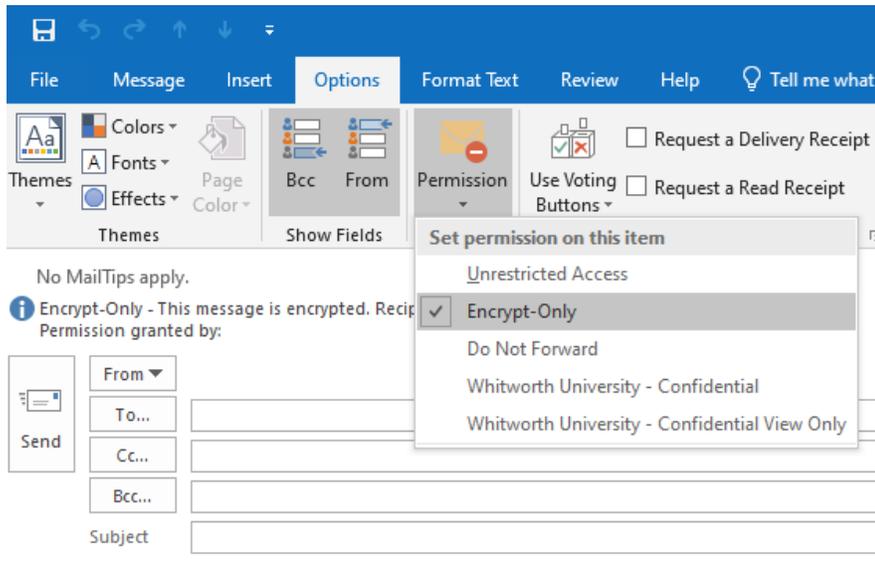
OUTLOOK on the WEB
You will see a new option to Encrypt on the top Options menu bar when creating a new message.
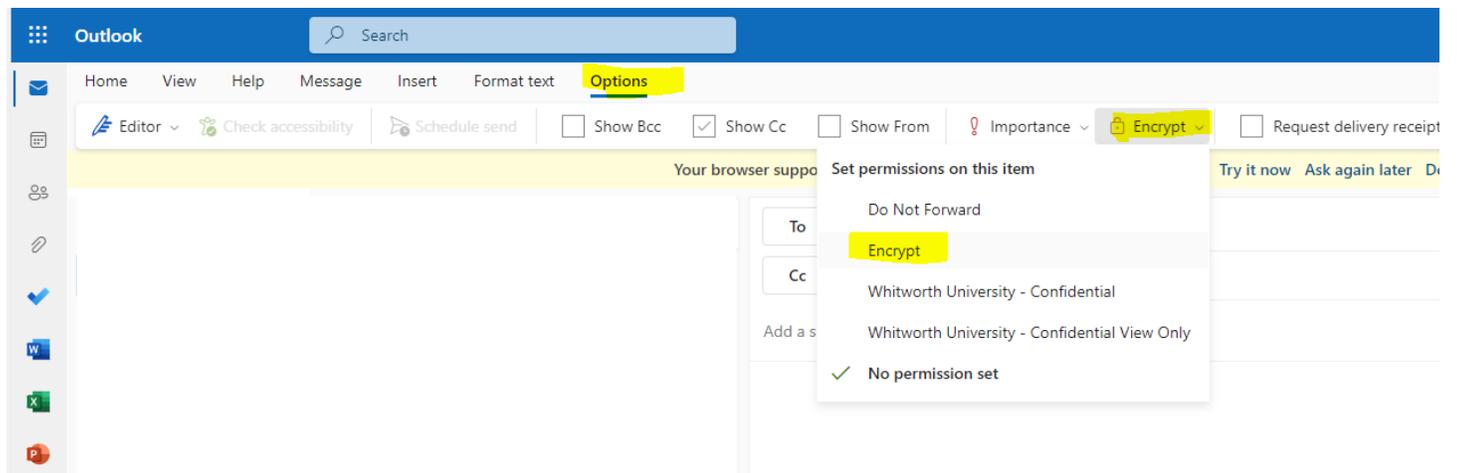
<u>OUTLOOK on a mobile device</u>
Mobile users will need to add [encrypt] to the subject line of their emails in order to send them encrypted.

To View the encrypted email
The off-campus email address will receive a similar email as the one below:
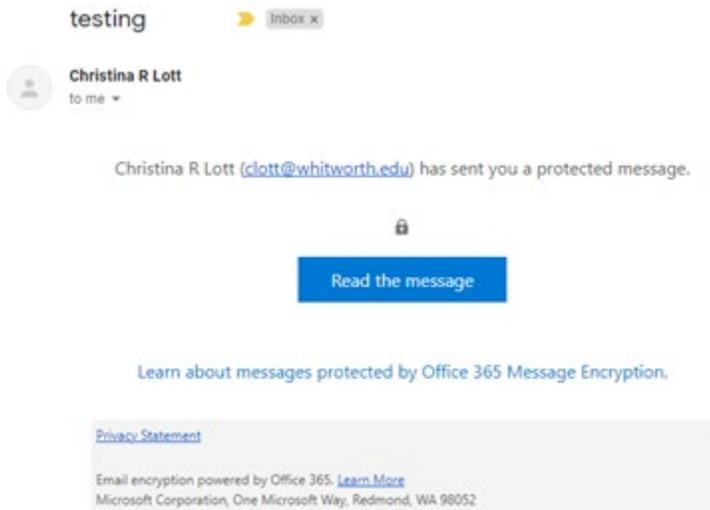
As long as you are expecting the secure message, click on "Read the message" to log in. **NOTE** – You can use any email service, such as Hotmail, Yahoo, or Gmail, to view encrypted messages. You can also sign in with a one-time passcode.
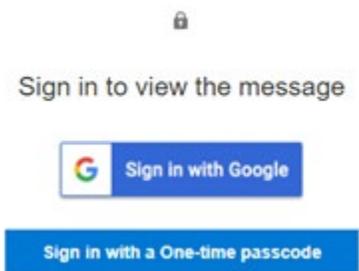
Once logged in, you will be able to view the message and reply to the message.